

Whip Up a Working Wiki in 60 Minutes or Less



NECC Ning Discussion URL: <http://www.neccning.org/forum/topics/whip-up-a-working-wiki-in-60>

Presenter: **Bill Dolton** →

Co-Presenters: **Chuck Ginter & Rhonda Keefer**

Session URL: <http://whipupawiki.wikispaces.com>

A business card for William Dolton LLC. The card is white with black and blue text. It includes the company name, website, address, and contact information for Bill Dolton. On the right side, there is a small image of a street sign that says "DOLTON RD" and a blue box with the text "Experience Solutions Innovation".

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Apple Distinguished Educator

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Initial Instructions:

- Get settled into your seat and open your laptop.
- If you do not already have the recommended browser, please download immediately.
 - ▶ Firefox is recommended. Download from <http://www.mozilla.com/en-US/firefox/>. Internet Explorer for Windows and Safari (version 4.x only) may also be used.
- Open your browser to the Session Wiki (use the URL above)
- If you have not already completed the pre-session Survey Questions, please do so now:
 - ▶ Participant Survey link (4th link from the bottom of Navigation Menu):
<http://whipupawiki.wikispaces.com/Participant+Survey>
 - ▶ View survey results on the Survey Results page (3rd link from bottom of Nav Menu)
- If you haven't already and you have the opportunity, introduce yourself in the Discussion tab on the Participant Survey page. If you don't have time, you may introduce yourself later.
- You may continue to complete these while the opening video is shown.

During the Session:

You are invited and encouraged to post relevant comments, questions, observations, issues, etc. to the Discussion on the Session Wiki Home Page. The presenters will be monitoring this discussion and attempt to respond where necessary and adjust where possible during the session. You are also invited to continue the discussion following today's session. The presenter will continue to monitor and respond to any subsequent posts.

At the End of the Session:

- Please evaluate this session using the BYOL Session Evaluation URL (bottom of Nav Menu):
<http://www.iste.org/byoleval2009>.
- Due to the number of participants and the nature of these hands-on BYOL sessions, your cooperation is requested by cleaning up and leaving the session as quickly as possible so the next session can begin on time.
- If you don't have time to complete the evaluation online, please do so later. Your feedback is important to the presenter and to NECC. Thanks!!!
- ***But don't forget to get your special commemorative token of completion before you leave!!!***

Getting Started With Your Wikispace



Welcome to Wikispaces. In this handout, we will outline the simple steps that will get you up and running with your wiki. You will learn how to create a user account, create a free K-12 Plus space, edit a page, add links, images, and media to your page, and create accounts for all your students.

I. Create an account and a free K-12 space:

- ▶ Go to:
<http://www.wikispaces.com/t/x/teachers/th4>
- ▶ Put in your username, password, e-mail address, and space name.
- ▶ Certify that your space will be used exclusively for K-12 education and click "Join."
- ▶ You will be brought to your new space.

Fill in the fields below and you're done.

1. Username	<input type="text" value="sarah_example"/>
2. Password	<input type="password" value="*****"/>
3. Email Address	<input type="text" value="sarah@example.com"/>
<small>We don't spam or share your email address.</small>	
4. Make a Space?	<input checked="" type="radio"/> Yes <input type="radio"/> No <small>Create a wiki now or after you join.</small>
5. Space Name	<input type="text" value="example-space"/>
6. Space Visibility	<input type="radio"/> Public (free) <small>Everyone can view and edit your pages</small> <input type="radio"/> Protected (free) <small>Everyone can view pages, only space members can edit them</small> <input checked="" type="radio"/> Private (free for educators otherwise \$5/month) <small>Only space members can view and edit pages</small>
7. Educational Use	<input checked="" type="checkbox"/> I certify this space will be used for K-12 education. <small>We may contact you via email to verify use</small>

[Terms of Use](#)

2. Wikispaces Getting Started Tutorial:

- ▶ When you go to your space, you will be taken into a Getting Started Tutorial. Here you can find out about all the things you can do with your space.
- ▶ If you would like to go directly to your space and begin editing, just close the window, by clicking the "x" at the top right of the page.

Getting Started With Your Wikispace [Menu](#) [Skip Getting Started](#)

Welcome to your new Wikispace

Here we will acquaint you with Wikispaces and show you how to get started. You can close this box to return to your space, and you can find this information again by clicking the "Help" link at the top right of any page. Once you are finished with this tutorial, you can get rid of "Getting Started" permanently, by clicking on the link at the top right of this screen.

- [Editing Your Home Page](#)
- [Introduction to Your Space](#)
- [Becoming Familiar with Your Space](#)
- [Managing Your User Account](#)
- [Inviting Members to Your Space](#)
- [Some Advanced Features](#)
- [More on Wikispaces and Wikis](#)

Get More Help

- [Click here to visit our complete help section.](#)
- [Watch our video tours.](#)
- [Contact us at help@wikispaces.com.](#)

See next page for tips about editing your Wikispace ➔

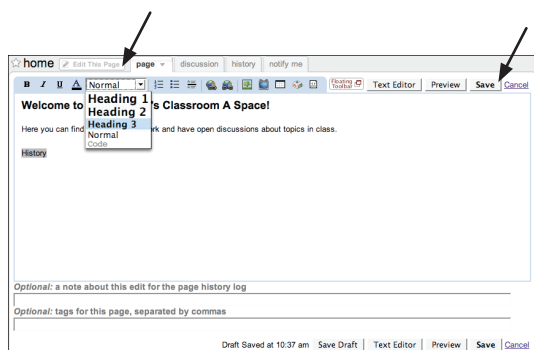
Looking for an Easy Way to Manage All the Wikis in Your School or District?

Wikispaces offers a Private Label service, which you can administer yourself and which can support an unlimited number of users and spaces. K-12 schools and districts across the world have signed up. Each now has their own site containing many Wikispaces where teachers, students, and parents can go to find homework assignments, showcase their school's extracurricular activities, develop research projects, and collaborate between classes.

For more information on Wikispaces Private Label, or to sign-up for our 30-day free trial, visit:
<http://wikispaces.com/privatelabel1>

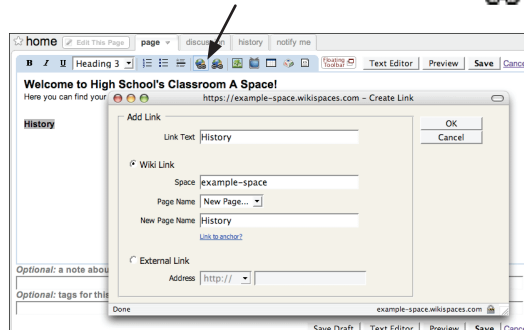
3. Editing a Page:

- ▶ Editing a page is easy. Just click the “Edit This Page” button at the top of the page, and an editor will open.
- ▶ You can easily format all of your text with bold, underline, italics, headings, and more.
- ▶ Once you are done editing, click “Save.”



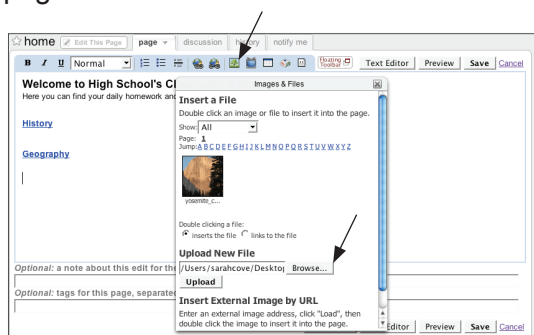
4. Adding Links:

- ▶ While in the Edit mode, you can also add links to other pages on your space or to other websites.
- ▶ Highlight the text you wish to link and click the earth icon in the toolbar.
- ▶ Another window will come up with an option to create a link.
- ▶ Once you have chosen the page name or web address for the link, click “OK.”
- ▶ To remove a link in the visual editor, put the cursor in the link and hit the broken link earth icon.



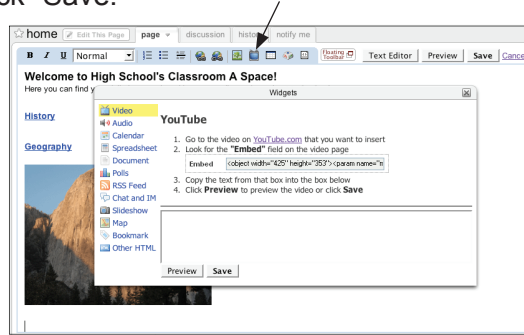
5. Adding Images and Files:

- ▶ Click the image icon which looks like a tree.
- ▶ “Browse” your computer for the image or file you wish to put on your page.
- ▶ Once you have found and selected the file, click “Open.”
- ▶ “Upload” the chosen picture or file. It will then appear under “Insert a File.”
- ▶ Put the cursor at the position on the page where you wish to put the image or file.
- ▶ Double click the image or file to put it on the page.



6. Adding Videos, Calendars or Other Widgets

- ▶ You can embed videos, audio, calendars, or a multitude of other web services on your pages.
- ▶ When editing any Wikispaces page, you'll see a button on the toolbar that looks like a television.
- ▶ Choose the type of object you'd like to embed, such as a video, calendar, or slideshow.
- ▶ There will be instructions for adding different programs. You can also paste the HTML from any embeddable web service into the box.
- ▶ Click “Save.”



7. Creating Student Accounts:

We take care of creating student accounts for you. Just send us a list of student usernames and passwords. For full details on formatting the list, see: <http://www.wikispaces.com/help+teachers#accounts> It's a fast easy way to create accounts for all your students. And the best part? We can create them without e-mail addresses.